

Following the recent resignation of a Parent Governor, one voluntary position for Parent Governor on the Greenhead College Governing Body is currently vacant **and nominations for a new Parent Governor are invited.**

Role of Parent Governor

A brief outline of the role of Parent Governor is set out below for your information:

- The Governing Body consists of 20 members who are collectively responsible for determining the College's educational character, defining its future strategy and ensuring the proper application of public funds.
- The Governing Body meets six times a year and has five committees dealing with different aspects of College business (Quality and Standards, Search and Governance, Finance & Estates, Audit and Risk, Health and Safety). Governors sit on at least one committee. All Committees meet at least once per term and meetings are held in the College at 4:30 pm and normally last for 1 to 2 hours.
- The Governors hold an annual strategic conference in the Autumn term which all Governors are expected to attend. Governors are invited to a variety of College events and take an interest in the work of the College. Governors are expected to visit during College hours at least once a year for a departmental Link Visit.
- Governors are normally appointed for a term of office of four years. However, the term of office for a Parent Governor is three years. Parent Governors whose children cease to be students of the College before their term of office expires may continue in office until their term of office expires.
- Governors are entitled to reimbursement of their approved expenses at College rates.
- Newly appointed Governors receive induction training and each new Governor is provided with relevant documentation and a training manual to assist with their induction. The Search and Governance Committee is responsible for monitoring the training needs of Governors and for ensuring that training and information is readily available to Governors.
- All prospective Governors must have Disclosure and Barring Service (DBS) clearance (formerly known as a 'CRB check'). All prospective Governors will therefore be requested to complete a DBS form and provide ID evidence prior to their formal appointment as Governor.)

The procedures for the election of a new Parent Governor will be as follows:

Eligibility:

1. To be eligible to be a Parent Governor, a parent or legal guardian must have a son or daughter who is an enrolled student at the College and who is under the age of 19 on the day the parent assumes membership of the Governing Body.
2. In addition, the parent/legal guardian must be able to confirm their eligibility to act as a governor in accordance with the terms set out on the back of the nomination form attached.

Nomination:

1. Nomination of an eligible parent/legal guardian should be made on the nomination form attached. **Self-nomination is acceptable.**
2. Nominees must provide with the nomination form a short personal statement supporting their candidature. This will be circulated to parents if an election is required.
3. Should more than one nomination form be received, an election will be held.
4. Nomination forms should be returned to the Clerk to the Corporation, at the College not later than 12 noon on Wednesday, .

Election:

1. Numbered ballot papers for an election will be issued to each parent with a specified time and date for the latest receipt of votes.
2. Each parent will be entitled to one vote. The ballot papers and the information they contain will be confidential.
3. Ballot papers can be returned to College in person or by post but should be contained an envelope marked 'Parent Governor Election'.
4. The Principal will be the Returning Officer for the purpose of the election and his decision on any matter will be final.

Please contact Hilary Thomson, Clerk to the Corporation on 07982966609 / hthomson@greenhead.ac.uk if you require any further information.

Thank you for your interest in the work of the Governing Body.